WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Workforce Solutions
Bureau of Workforce Programs

TO: **Economic Support Supervisors**
        Economic Support Lead Workers
        Training Staff
        Child Care Coordinators
        W-2 Agencies

FROM: Stephen M. Dow
        Employment Support Unit
        Workforce Policy Development Section

<table>
<tr><td colspan="2">**BWP OPERATIONS MEMO**</td></tr>
<tr><td>**No.:**</td><td>**02-02**</td></tr>
<tr><td>**File:**</td><td>**1250.19**</td></tr>
<tr><td></td><td>**2791**</td></tr>
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SUBJECT: **MEDICAID PURCHASE PLAN (MAPP)
            AUTOMATION & CONVERSION PROCESS**

CROSS REFERENCE: *MA Handbook*, 33.0.0

EFFECTIVE DATE: January 1, 2002

PURPOSE

This Operations Memo:

- Describes policy and process associated with the automation of the Medicaid Purchase Plan (MAPP) in CARES.

- Explains the case conversion schedule and process.

- Provides a list of county assignments and contact information for Health and Employment Counseling (HEC) screeners.

BACKGROUND

On March 15, 2000, Wisconsin implemented MAPP. MAPP is an MA category for persons with disabilities who work or participate in the HEC Program. To be eligible, the client's countable assets must be $15,000 or less and family income must be at or below 250% of the FPL for the fiscal test group size.

MAPP was designed to remove barriers to employment for uninsured people with disabilities and encourage personal and financial independence.
The MA Purchase Plan offers people with disabilities the opportunity to:

1. Receive the same services offered under Wisconsin's MA plan.
2. Earn more income without the risk of losing health and long term care coverage.
3. Maintain higher asset and income eligibility levels.
4. Save earnings in independence accounts, allowing participants to save for retirement, a new home, or other goods and services that increase personal and financial independence.

AUTOMATION OF MAPP

Since the program began, MAPP eligibility has been determined using a manual process. On January 25, 2002, the Department of Health and Family Services (DHFS) is making changes to CARES that will automate the MAPP eligibility determination and benefit processing, including premium calculations and updating medical status codes through the Medicaid Management Information System (MMIS). All MAPP notices will be issued from CARES as part of the January 25th automation, except for the Work Exemption Approval Notice.

Effective January 28, 2002, MAPP eligibility can be determined in CARES, beginning with the January 2002 benefit month.   For new applicants who request a backdate, MAPP eligibility for benefit months prior to January 2002 must be determined manually using the Eligibility Determination and Premium Calculation worksheets, 3070 form and manual notice. However, eligibility for MA categories higher on the CARES MA cascade should always be determined first.

GENERAL

CARES is programmed to determine eligibility for families with children, pregnant women and elderly, blind or disabled (EBD) applicants (including spouses) on the same case. If spouses who live together are both applying for MAPP, there will be one CARES case with two MAPP assistance groups (AGs) created and appearing on AGEC for confirmation. If both spouses are applying for MAPP but they do not live together (e.g. if one spouse is institutionalized), they will be on two separate cases.

MAPP assistance groups are identified in CARES as "MAP", sequence 1 or 2.

MAPP is located near the bottom of the MA cascade (MAHB 6.7.1) and CARES determines eligibility for most other MA categories first. If a client is eligible for an MA category higher on the cascade than MAPP, s/he is ineligible for MAPP. SSI recipients are ineligible for MAPP, except for persons eligible under 1619(b). Clients eligible for MA Community Waivers Group B and C, Family Care using waivers Group B and C logic or Family Care non-MA may request that their eligibility for MAPP be determined retroactively, up to three months prior to the month of request.

PROCESS

There are several new screens being added to CARES as part of MAPP automation. They are:

- **ANMR**   MA Purchase Plan,
- **ANWD**   Work Exemption Details,
- **EMPI**   MAPP Individual Income Budget,
- **EMED**   MAPP Eligibility Determination and Premium Calculation.

In addition, the following existing screens have been modified to incorporate MAPP policy:

- **ANDI**   Disability,
- **AFEQ**   Employment Questions,
- **AFBW**   Impairment Related Work Expense,
- **AGPC**   Intake and Arrears Premium Information,
- **AGPT**   Premium Payment Tracking,
- **AGRR**   Restrictive Re-enrollment Period Information.

The information that follows is organized based upon the order they appear in the CARES driver flow. MAPP is MA and requires a "Y" request on ACPA for MA. Whenever a client who is over 18 years of age requests MA and ANDI is completed, ANMR will be scheduled.

ANDI – DISABILITY

```
ANDI                       DISABILITY                        01/12/02 14:41
 CASE: 8000402980                          WORKER: XCTG04   XCTB40 P KIERN
 LAST UPDATED: 01 12 02             CASE STATUS: OPEN   CASE MODE: ONGOING


 NUM: 01 NAME: IMA            D MAPP                 SSN: 125 87 4101
  DC: __ BEGIN MMYY: 0102 END MMYY: _____

 HAS INDIVIDUAL BEEN ESTABLISHED BLIND BY DDB?             (Y/N): N   VR: __
 HAS INDIVIDUAL BEEN ESTABLISHED DISABLED BY DDB?          (Y/N): N   VR: __
 HAS INDIVIDUAL BEEN ESTABLISHED MAPP DISABLED BY DDB?     (Y/N): Y   VR: OW
 PRESUMPTIVE DISABILITY?   (Y/N): _   PRESUMPTIVE DISABILITY TYPE: __  VR: __
 DATE SENT TO DDB: __ __ __                DATE RECD FROM DDB : __ __ __
      ONSET DATE: 10 01 01                       REVIEW DATE: __ __ __


 FS DISABILITY?   (Y/N): N  VR: __
 IF ELDERLY/DISABLED, UNABLE TO P/P MEALS DUE TO DISABILITY? (Y/N): _
 IS INDIVIDUAL INCAPABLE OF OBTAINING GAINFUL EMPLOYMENT?   (Y/N): _   VR: __
 IS A HH MEMBER NEEDED TO CARE FOR THIS PERSON? (Y/N): N HIS/HER SL NUMBER: __
 -------------------------------INDIVIDUALS---------------------------------
   01 IMA   M (PP )
```

The question "Has individual been established MAPP disabled by DDB?" is being added to the CARES screen ANDI for MAPP automation.

A "Y" response to any of the four disability questions (blind, disabled, MAPP disabled, or presumptively disabled) will schedule CARES screen ANMR.

ANMR – MEDICAID PURCHASE PLAN (MAPP)

```
ANMR                     MEDICAID PURCHASE PLAN (MAPP)        01/12/02 09:32
CASE: 0000408204                              WORKER: XCT302    XCT016 M OTTER
LAST UPDATED:                            CASE STATUS: PENDING CASE MODE: INTAKE

NUM: 01 NAME:                                        SSN:
 DC: __     EFFECTIVE MONTH: 012002   (MMCCYY)

 DO YOU WANT TO REQUEST MAPP?                                      (Y/N): Y
 ARE YOU WORKING?                                                (Y/N/?): Y
 ARE YOU PARTICIPATING IN A HEC PROGRAM?                         (Y/N/?): N
 ARE YOU REQUESTING EXEMPTION FROM WORK FOR MEDICAL REASONS?      (Y/N): N
 DO YOU QUALIFY FOR A WORK EXEMPTION?                            (Y/N/?): N
    IF NOT, REASON FOR DISQUALIFICATION:  _
 INDEPENDENCE ACCOUNT OVERAGE AMOUNT: 2000_____
 INDEPENDENCE ACCOUNT DATE REVIEWED : 01 12 2002
 IF CLIENT IS NOT WORKING AND IS NOT PARTICIPATING IN HEC, INFORM CLIENT THAT
 SATISFYING ONE OF THESE REQUIREMENTS MAY QUALIFY HIM/HER FOR MAPP.


 -------------------------------INDIVIDUALS----------------------------------
 01 EDDIE S (PP )    02 EDWIN S (   )    03 CHARL S (   )    04 CARLA S (   )


 NEXT TRAN: _____     PARMS: 0000408204_____
```

ANMR is a new CARES screen for which field level help (PF1) is available. It is designed to capture:

1. The MAPP request for initial and backdated months
2. Work/HEC participation information, including work exemptions
3. Independence account information

Described below are ANMR case processing instructions for backdating, HEC participation status information, work requirement/exemption information and independence account overage amounts.

BACKDATING

Backdating MAPP eligibility in CARES is unique because MAPP recipients can elect coverage for any or all of three months prior to the month of application.   In order to be retroactively eligible, clients must meet all financial and non-financial requirements in those months.

Use the following process to determine backdated MAPP eligibility:

1. On ACPA, indicate a "Y" for MA and the number of months (1, 2 or 3) prior to the application month for which eligibility is being determined.

2. Manipulate the effective date on ANMR:

   If a client wants eligibility determined for a continuous time period, enter the first month s/he is requesting as the begin month on ANMR. If the client elects coverage for some but not all backdated months, it is necessary to enter each month with a Y or N to "Do you want to request MAPP?" on a separate screen by using PF17 to save and refresh.

> **Example:** Jill is applying for MAPP on March 16, 2002. She has indicated that she wants to backdate her eligibility to December 2001. December eligibility for MA categories other than MAPP should be tested in CARES. If she fails for other categories in December, MAPP eligibility determination must be done manually. To indicate that she has requested eligibility for December through March, her worker enters a "Y" on ACPA for MA and the number of backdated months as "3". She then enters an effective date of January 2002 on ANMR with a "Y" in the "Do you want to request MAPP?" field.
>
> Jill later informs her worker that she does not want eligibility for February but still wants it for January and March. Jill's worker trans to ANMR. The request for January has already been recorded. To derequest February, Jill's worker types over the effective date information with the new February 2002 information and changes the "Y" to a "N" in the "Do you want to request MAPP?" field. The worker then presses PF 17 and completes the ANMR screen for March 2002 with a "Y".

HEC & EMPLOYMENT

The work requirement information is collected by completing the following three question fields on ANMR: "Are you working?", "Are you participating in a HEC program?", and "Are you requesting exemption from work for medical reasons?".

The ES worker must provide information about HEC to applicants who are not employed. If an applicant indicates that s/he would like to meet with a HEC screener, the ES worker will follow case processing instructions described in MAHB 33.3.4.1. Enter the effective month and a question mark on ANMR in the "Are you participating in the HEC program?" field to pend the case for the duration of the application processing period. After the client has provided a copy of the employment plan decision notice, key a "Y" or "N" to replace the question mark on ANMR. CARES will not automatically end eligibility at the end of the HEC participation period. It is important for workers to use a worker generated alert on the ACEC (expected change) screen to send her/himself a reminder.

HEC PARTICIPATION EXTENSION

A client may be eligible for an extension of his/her HEC participation period (MAHB 33.3.4.2). When a client requests an extension, s/he must provide the ES worker with a copy of the decision notice from the DHFS MAPP unit. The ES worker then enters the effective month and updates ANMR by entering a "Y" if approved and a "N" if disapproved in the "Are you participating in a HEC program?" field to extend or terminate MAPP eligibility.

ENDING HEC PARTICIPATION

If a client is no longer participating in the HEC program, or is not employed at the end of the HEC participation period and does not have an approved extension of the HEC plan, s/he is no longer eligible for MAPP. Enter the effective month and a "N" on CARES screen ANMR in the "Are you participating in the HEC Program?" field. Upon running SFED/SFEX, CARES will close MAPP and test for other MA categories. The closure reason code will be 467, "Not participating in HEC". Once the closure is confirmed the termination information will be sent to EDS via the MMIS interface. A MAPP closure notice will be generated and sent to the client from CARES.

INDEPENDENCE ACCOUNT OVERAGE AMOUNTS

If an overage amount is identified (MAHB 33.5.1), enter the effective month and **annual** overage amount on CARES screen ANMR. When determining the MAPP premium, CARES is programmed to convert the total annual overage into a monthly amount for the premium penalty calculation. CARES will add the penalty to the monthly premium until it is removed from ANMR. A penalty amount is only imposed if the client is otherwise required to pay a premium.

WORK REQUIREMENT EXEMPTION

If a client requests a work requirement exemption, determine whether or not s/he meets the requirements (MAHB 33.3.3). If so, enter the effective month and key a "Y" on ANMR to "Do you qualify for a work exemption?" Notify the client of the work exemption approval using the Work Requirement Exemption Form. A "Y" response will schedule ANWD.

If the exemption is denied, enter the effective month and key "N" on ANMR. Notice will be generated through CARES when a valid reason for disqualification is entered on ANMR. Valid reasons are found in table TWER or by entering a "#" in the field and pressing enter. Disqualification reasons are as follows:

TWER

01	Need to be enrolled in MAPP for at least 6 months
02	Required MAPP premiums have not been paid
03	Two work exemptions have already been approved
04	No hospitalization or serious illness exists
05	Not expected to return to work within 6 months

ANWD – WORK EXEMPTION DETAILS

```
ANWD                        WORK EXEMPTION DETAILS           01/12/02 09:36
CASE: 0000408204                              WORKER: XCT302    XCT016 M OTTER
                                       CASE STATUS: PENDING CASE MODE: INTAKE

NUM: 01 NAME: EDDIE          SMITH                   SSN: 396 85 9612

              WORK REQUIREMENT EXEMPTION
    DC        BEGIN MONTH      END MONTH       LAST UPDATED

    __          112001          042002          2002-01-12
    __         _____         _____

 -----------------------------INDIVIDUALS--------------------------------
 01 EDDIE S (PP )    02 EDWIN S (   )    03 CHARL S (   )    04 CARLA S (   )

NEXT TRAN: ____     PARMS: 0000408204_____
```

ANWD captures data to establish work requirement exemptions.

When a work exemption is entered on ANMR and the entry for "Do you qualify for a work exemption" is "Y", ANWD is scheduled. There are no edits between the begin dates on this screen and MAPP eligibility begin dates. This was done so that cases that have been receiving MAPP prior to conversion can be processed in CARES using this screen. If a MAPP recipient

does not qualify for work exemption because s/he did not receive MAPP benefits for each of the last six months, the "01" disqualification code must be entered on ANMR.
Enter dates for any current or previous work requirement exemption periods. CARES will look for valid dates on this screen when determining MAPP eligibility. An alert will be generated prior to the expiration of the exemption.

AALA – LIQUID ASSETS

```
AALA                        LIQUID ASSETS              01/12/02 09:40
CASE: 0000408204                       WORKER: XCT302    XCT016 M OTTER
LAST UPDATED:                   CASE STATUS: PENDING CASE MODE: INTAKE

LIQUID ASSET TYPES: IR

NUM: 01 OWNER NAME:                                       SSN:

 DC: __  BEGIN MMYY: 0102   END MMYY: _____
SEQ                                JOINTLY OWNED  AVAILABLE    BURIAL
NUM:     TYPE: ir               VR: bs  (Y/N/?): n    (Y/N/?): y   (Y/N/?): n
 ASSET AMOUNT: 17160_____       VR: bs  INDEPENDENCE ACCOUNT? (Y/N): y
                                        IND ACCT REGISTRATION DATE:  11 01 2000
     ACCOUNT NUMBER: _____       PRE-IND ACCT BAL AMOUNT:      10000_____
   INSTITUTION NAME: _____
INSTITUTION ADDRESS: _____
                     _____
             CITY: _____ STATE: __ ZIP: _____
----------------------------------INDIVIDUALS----------------------------------


PFKEYS:    20=AAJO
NEXT TRAN: _____     PARMS: 0000408204_____
```

The Independence Account fields were added to CARES screen AALA in July 2000 as part of the Family Care automation project.

Enter MAPP Independence account information on CARES screen AALA. If the account is a pension or IRA that had a balance prior to establishment as an independence account, enter that balance in the "Pre-Ind Acct Bal Amount" field (MAHB 33.4.1.2).

> **Example:** In the screen print above, the current balance in Melissa's IRA is $17,160. It had a $10,000 balance prior to establishment as an Independence account. $10,000 will continue to be a countable asset. The remaining $7,160 is exempt for MAPP, but is a countable asset for all other MA categories.

AFEQ – EMPLOYMENT QUESTIONS

```
AFEQ                       EMPLOYMENT QUESTIONS            01/12/02 09:27
 CASE: 5000409051                          WORKER: XCT302    XCT302 M OTTER
 LAST UPDATED: 01 12 02                CASE STATUS: PENDING CASE MODE: INTAKE

 IS ANYONE IN YOUR HOUSEHOLD CURRENTLY EMPLOYED OR ON STRIKE OR
 ANYONE RECENTLY BEEN EMPLOYED (INCLUDING GOODS/FREE RENT IN RETURN
 FOR WORK(INKIND INCOME), OJT, ETC) ?                        (Y/N/?/F/O)  N

 HAS ANYONE IN YOUR HOUSEHOLD RECENTLY REFUSED EMPLOYMENT, LOST
 EMPLOYMENT OR REFUSED TRAINING FOR EMPLOYMENT ? (FOOD STAMPS) (Y/N/?/F/O)  N

 IS ANYONE IN YOUR HOUSEHOLD CURRENTLY SELF-EMPLOYED,
   (SUCH AS FARMING, BABYSITTING, ETC) OR
 HAS ANYONE HAD SELF-EMPLOYMENT IN THE LAST 4 MONTHS ?       (Y/N/?/F/O)  N

 DOES ANYONE HAVE IMPAIRMENT-RELATED WORK RELATED EXPENSES ? (Y/N/?/F/O)   N

 HAS ANYONE FAILED TO COOPERATE WITH W-2 AGENCY, OR REFUSED/QUIT A JOB OR
 REFUSED TO APPLY FOR OTHER BENEFITS ? (W-2)                 (Y/N/?/F/O)  N

 HAS ANYONE IN THE HOUSEHOLD BEEN PREVIOUSLY SANCTIONED FOR FOOD STAMP
 EMPLOYMENT TRAINING (FSET) AND NOW REQUESTING FOOD STAMP BENEFITS ?  (Y/N) N
 NEXT TRAN: ____     PARMS: 5000409051_____
```

The fourth question on AFEQ has been reworded to include individuals with disabilities other than blindness who have work-related expenses.   A "Y" response to this question will schedule AFBW.

AFBW – IMPAIRMENT RELATED WORK EXPENSE

```
AFBW                  IMPAIRMENT RELATED WORK EXPENSE      01/12/02 09:12
CASE: 0000408204                          WORKER: XCT302    XCT302 M OTTER
LAST UPDATED:                         CASE STATUS: PENDING CASE MODE: INTAKE

NUM: 01 NAME:                                 SSN:


                                    IMPAIRMENT      IMPAIRMENT
  DC     BEGIN     END     EXPENSE   RELATED WORK    RELATED WORK
         MMYY      MMYY    SEQ NUM   EXPENSE TYPE    EXPENSE AMT      VR

  __     0102      ____              JE              75_____      na
  __     ____      ____              __              _____       __
  __     ____      ____              __              _____       __
  __     ____      ____              __              _____       __
  __     ____      ____              __              _____       __


-----------------------------INDIVIDUALS----------------------------------
01 EDDIE S (PP )   02 EDWIN S (   )   03 CHARL S (   )    04 CARLA S (   )


NEXT TRAN: ____     PARMS: 0000408204_____
```

CARES screen AFBW is used to collect information about impairment related work expenses (IRWE) (MAHB 15.3.6). IRWEs are used as a deduction in both eligibility determination and premium calculation. Valid types are listed below. They can be viewed in CARES table TBWE or by entering "#" in the type field. If a client's IRWE isn't listed, choose "OT", other.

TBWE

IC	Computer Program Training	JP	Prosthesis Needed for Work
IK	Keypunch Training	JR	Reader
IS	Stenotype Instr for Blind Type	JS	Safety Shoes
JB	Braille Instr./ Translation	JT	Tools Needed for Job
JC	Child Care Cost	JU	Uniforms and Care for Them
JD	Wk Related Dues for Prof. Asso	JW	Wheelchair
JE	Equipment Needed For Job	OT	Other
JG	Instr. In Grammar (Wk Related)	TA	Priv Auto Trans To/From Work
JI	Taxes-Income, FICA, Self-Emp	TB	Bus Trans To/From Work
JL	Licenses Req. FOR work	TC	Cab Trans To/From Work
JN	Lunch	TD	Guide Dog and His Upkeep
JO	Optical Aids	TN	Can Travel Instruction

Enter Medical Remedial Expenses (MREs) on CARES screen AFME (MAHB 15.3.5). For MAPP premium calculation, the only valid expense type is "OP", out of pocket.

EEND – NON-FINANCIAL ELIGIBILITY DETERMINATION

```
EEND              NON-FINANCIAL ELIGIBILITY DETERMINATION    01/12/02 09:51
 CASE: 0000408204 CAT: MAP  SEQ: 01   WORKER: XCT302        XCT016 M OTTER
 DETERMINATION DATE: 01 12 02        AG STATUS: OPEN   ELIGIBILITY STATUS: PASS
 PAYMENT BEGIN DATE: 02 01 02 PAYMENT END DATE:


  INDIVIDUAL  R  NON-FINANCIAL ELIGIBILITY FACTORS


 CARLA S 04  F  444 A test child -- can't be eligible in this AG
 CHARL S 03  F  444 A test child -- can't be eligible in this AG
 EDWIN S 02  F  443 A MAPP spouse -- can't be eligible in this AG
 EDDIE S 01  S



 NEXT TRAN: ____     PARMS: 0000408204/MAP /01/020102_____ MORE...
```

Although there have not been any changes made to EEND itself, EEND will show the effects of changes made to the SFU/EDBC coding related to MAPP. EEND is selected from EESI.

The MAPP AG will always have only one eligible person. However, MAPP eligibility rules require other family members to be included in the financial eligibility testing. To accomplish that, CARES cannot count these family members as eligible adults (EA) or eligible children (EC). Instead, CARES uses the following participation status codes:

1. SI.....Income Spouse
2. TC ...Test Child

The spouse of the MAPP applicant is always considered the "income spouse." In a household in which both spouses are applying for MAPP, the husband is considered the wife's income spouse and the wife is considered the husband's income spouse for purposes of determining eligibility (Note: only the applicant/recipient's income is used in premium calculation).

Test children are the natural or adoptive minor children of the MAPP applicant. Stepchildren do not count as test children and are not included in the MAPP eligibility test.

EMPI – MAPP INDIVIDUAL INCOME BUDGET

```
EMPI         MAPP INDIVIDUAL INCOME BUDGET                  01/15/02 07:45
CASE: 9700251497 CAT: MAP  SEQ: 01    WORKER: XCTG04        XCTG04 P KIERN
DETERMINATION DATE: 01 15 02        AG STATUS: OPEN    ELIGIBILITY STATUS: PAS
PAYMENT BEGIN DATE: 02 01 02 PAYMENT END DATE:

                NAME: IMA             MAPPCLIENT    SSN: 002 14 0101
PARTICIPATION STATUS: EA   ELIGIBLE ADULT

       UNEARNED INCOME: +    1000.00  SELF EMPLOYMENT EARNINGS: +       .00
   STANDARD LIVING ALLOW: -    648.00  EMPLOYMENT EARNED INCOME: +   2500.00
IMPAIRMENT REL WORK EXP: -      1.00     GROSS EARNED INCOME: =     2500.00
  MEDICAL REMEDIAL EXP: -        .00     EXCESS DED/DISREGARDS: -        .00
  SPECIAL EXEMPTION AMT: -       .00        NET EARNED INCOME: =     2500.00
   ADJ UNEARNED INCOME: =     351.00  3% OF NET EARNED INCOME: =       75.00
EXCESS DED/DISREGARDS: =        .00  PREM ADJ UNEARNED INCOME: +     351.00
                                        PREMIUM NET INC AMOUNT: =     426.00
                                        COUNTABLE NET INCOME: =      2851.00
                                        PREMIUM GROSS INC AMOUNT: =   3500.00




NEXT TRAN: ____      PARMS: 9700251497/MAP /01_____ MORE..
```

The screen print below displays the income spouse's information.

```
EMPI         MAPP INDIVIDUAL INCOME BUDGET                  01/15/02 07:45
 CASE: 9700251497 CAT: MAP  SEQ: 01    WORKER: XCTG04        XCTG04 P KIERN
 DETERMINATION DATE: 01 15 02        AG STATUS: OPEN    ELIGIBILITY STATUS: PAS
 PAYMENT BEGIN DATE: 02 01 02 PAYMENT END DATE:

                NAME: IMAHUSBAND      MAPPCLIENT    SSN: 004 17 7202
 PARTICIPATION STATUS: SI   INCOME SPOUSE

       UNEARNED INCOME: +      56.00  SELF EMPLOYMENT EARNINGS: +       .00
   STANDARD LIVING ALLOW: -      .00  EMPLOYMENT EARNED INCOME: +       .00
IMPAIRMENT REL WORK EXP: -       .00     GROSS EARNED INCOME: =         .00
  MEDICAL REMEDIAL EXP: -        .00     EXCESS DED/DISREGARDS: -        .00
  SPECIAL EXEMPTION AMT: -       .00        NET EARNED INCOME: =         .00
   ADJ UNEARNED INCOME: =      56.00  3% OF NET EARNED INCOME: =         .00
EXCESS DED/DISREGARDS: =        .00  PREM ADJ UNEARNED INCOME: +        .00
                                        PREMIUM NET INC AMOUNT: =        .00
                                        COUNTABLE NET INCOME: =        56.00
                                        PREMIUM GROSS INC AMOUNT: =     56.00


 NEXT TRAN: ____      PARMS: 9700251497/MAP /01_____ MORE..
```

Screen EMPI is a new budget screen selected from EEIE. It is an individual budget screen that displays the income being counted in the MAPP eligibility test. Workers should pay particular attention to certain standard fields when analyzing the information displayed on this screen. They are:

1. Category and sequence (Cat and Seq)

    Because both spouses can potentially be eligible for MAPP, workers should make sure they are viewing the screen for the correct sequence.

2. Payment Begin Date

    The benefit month for which you are viewing the associated budget screen.

3. Participation Status

    The individual's status in this particular sequence. (Remember, if there is more than one sequence in a case, spouses will be each other's "Income Spouse".)

```
EMPI         MAPP INDIVIDUAL INCOME BUDGET                 01/08/02 13:02
 CASE: 9700251497 CAT: MAP  SEQ: 02   WORKER: XCTG04       XCTG04 P KIERN
 DETERMINATION DATE: 01 08 02        AG STATUS: OPEN   ELIGIBILITY STATUS: PAS
 PAYMENT BEGIN DATE: 02 01 02 PAYMENT END DATE:


               NAME: IMA            MAPPCLIENT     SSN: 002 14 0101
 PARTICIPATION STATUS: SI   INCOME SPOUSE

        UNEARNED INCOME: +     1000.00  SELF EMPLOYMENT EARNINGS: +        .00
  STANDARD LIVING ALLOW: -         .00  EMPLOYMENT EARNED INCOME: +    2500.00
 IMPAIRMENT REL WORK EXP: -        .00      GROSS EARNED INCOME: =     2500.00
    MEDICAL REMEDIAL EXP: -        .00     EXCESS DED/DISREGARDS: -         .00
   SPECIAL EXEMPTION AMT: -        .00        NET EARNED INCOME: =     2500.00
     ADJ UNEARNED INCOME: =    1000.00   3% OF NET EARNED INCOME: =        .00
    EXCESS DED/DISREGARDS: =       .00   PREM ADJ UNEARNED INCOME: +       .00
                                         PREMIUM NET INC AMOUNT: =         .00
                                           COUNTABLE NET INCOME: =     3500.00
                                        PREMIUM GROSS INC AMOUNT: =     3500.00

 NEXT TRAN: ____     PARMS: 9700251497/MAP /02/020102_____ MORE.
```

In the screen print displayed above, Ima Mappclient is the income spouse for Imahusband's application. As an income spouse, her income counts in the eligibility test but not in the premium determination. Therefore a premium net income amount is not calculated for her.

EMED – MAPP ELIGIBILITY DETERMINATION & PREMIUM CALCULATION

```
EMED   MAPP ELIGIBILITY DETERMINATION & PREMIUM CALCULATION 01/15/02 07:47
 CASE: 9700251497 CAT: MAP  SEQ: 01   WORKER: XCTG04       XCTG04 P KIERN
 DETERMINATION DATE: 01 15 02        AG STATUS: OPEN   ELIGIBILITY STATUS: PAS
 PAYMENT BEGIN DATE: 02 01 02 PAYMENT END DATE:

        GROSS EARNED INCOME:     2500.00   ELIGIBLE MEMBERS:     1
  EXCESS SELF EMP EXPENSE: -        .00    TEST CHILD COUNT: +   1
      $65 & 1/2 DISREGARD: -    1282.50       INCOME SPOUSE: +   1
    GROSS UNEARNED INCOME: +    1056.00       AG GROUP SIZE: =   3
      SPECIAL EXEMPT INCOME: -      .00
          $20 DISREGARD: -        20.00    PREMIUM TEST FPL%   :        150
 IMPAIRMENT REL WORK EXP: -         1.00    PREMIUM INCOME LIMIT :     1828.75
              NET INCOME: =     2252.50    PREMIUM GROSS INC AMT:     3500.00
            ELIG TEST FPL%:        250     PREMIUM NET INC AMT  :      426.00
             INCOME LIMIT:     2947.92    PREMIUM REQUIRED     :          Y
                                           PREMIUM AMOUNT       :      425.00
                                           OVERAGE AMOUNT       : +       .00
                                           ADJ PREMIUM AMOUNT   : =     425.00



 THE AG HAS PASSED THE MAPP INCOME ELIGIBILITY TEST WITH A  PREMIUM

 NEXT TRAN: ____     PARMS: 9700251497/MAP /01_____ MORE..
```

Screen EMED is a new CARES budget screen selected from EEIE. It displays the eligibility determination (left column) and premium calculation (right column). In the upper right, the

number in the fiscal test group is displayed as "AG Group Size". For MAPP, the number of eligible members will always be one.   The "test children count" displays the number of natural or adoptive minor children of the MAPP applicant counted in the eligibility test. The income spouse count should never be greater than one. In a case in which both spouses are applying for MAPP, they are each other's income spouse.

The screen print below displays the eligibility determination for the primary person's spouse, who is also applying.

```
EMED   MAPP ELIGIBILITY DETERMINATION & PREMIUM CALCULATION 01/15/02 07:47
CASE: 9700251497 CAT: MAP  SEQ: 02   WORKER: XCTG04        XCTG04 P KIERN
DETERMINATION DATE: 01 15 02        AG STATUS: OPEN    ELIGIBILITY STATUS: PAS
PAYMENT BEGIN DATE: 02 01 02 PAYMENT END DATE:

      GROSS EARNED INCOME:      2500.00       ELIGIBLE MEMBERS:    1
  EXCESS SELF EMP EXPENSE: -        .00       TEST CHILD COUNT: +  1
      $65 & 1/2 DISREGARD: -    1282.50         INCOME SPOUSE:  +  1
    GROSS UNEARNED INCOME: +    1056.00         AG GROUP SIZE:  =  3
     SPECIAL EXEMPT INCOME: -        .00
             $20 DISREGARD: -      20.00   PREMIUM TEST FPL%   :        150
  IMPAIRMENT REL WORK EXP: -        .00   PREMIUM INCOME LIMIT :     1828.75
               NET INCOME: =    2253.50   PREMIUM GROSS INC AMT:      56.00
            ELIG TEST FPL%:       250    PREMIUM NET INC AMT  :        .00
             INCOME LIMIT:     2947.92   PREMIUM REQUIRED     :          N
                                         PREMIUM AMOUNT       :        .00
                                         OVERAGE AMOUNT       : +      .00
                                         ADJ PREMIUM AMOUNT   : =      .00


THE AG HAS PASSED THE MAPP INCOME ELIGIBILITY TEST WITHOUT PREMIUM

NEXT TRAN: ____     PARMS: 9700251497/MAP /02_____ MORE..
```

AGPC – Intake and Arrears Premium Information

```
AGPC              INTAKE AND ARREARS PREMIUM INFORMATION   01/12/02 10:02
 CASE: 0000408204                        WORKER: XCT302    XCT016 M OTTER
 LAST UPDATED: 01 12 02            CASE STATUS: PENDING CASE MODE: INTAKE

  CATEGORY: MAP    SEQ: 01

  PREMIUM    AMOUNT       PAID (Y/N)   WORKER PAYMENT INFORMATION
  MONTH
  022002       1842.66        Y        CHECK #3961_____

------------------------------INDIVIDUALS----------------------------------
 01 EDDIE S (PP )   02 EDWIN S (WIF)   03 CHARL S (SON)   04 CARLA S (DAU)


 NEXT TRAN: ____     PARMS: 0000408204_____
```

Screen AGPC has been in CARES since BadgerCare was implemented in 1999. This screen was changed to include the category code and sequence.

It is possible that a family could have three AGPC screens:

1. 2 MAPP AGPC screens (both spouses applying and both owe premiums)
2. 1 BadgerCare AGPC screen (for the children or the other parent if s/he is not MAPP eligible)

CARES screen AGPC collects payment information for premiums that are due at intake. AGPC will display all premiums due and the months for which the payments are due, prior to confirmation on AGEC. The worker indicates whether or not the payment was received and records payment information in the free-format text entry field. Initial MAPP eligibility will pend until payment information is recorded and eligibility is re-determined (SFED/SFEX).

For cases that have not been open for MAPP manually, the ES worker is responsible for collecting premiums for initial and any backdated months for which the client elects coverage. EDS collects premiums for future benefit months. For open MAPP cases being converted to CARES, indicate that the premium was paid, unless you have information from EDS to indicate otherwise.

ES workers can view premium information on the BD screen and eligibility information on the RE screen on MMIS approximately three business days after the CARES confirmation date.

MMIS PREMIUM ON-LINE SCREEN (BD)

```
                              PREMIUM SCREEN
   SYS  ACTION  BD  MSG  PRESS PF4 TO DISPLAY MORE DATA


CASE NUMBER:   3900000000    CATEGORY: _____   SEQ: __   *ACTION:  I
CASE NAME:    CLIENT           MICHELLE R
                             BENEFIT MONTHS


   CAT  SN BEGIN    PREMIUM I PM         CAT   SN BEGIN    PREMIUM I PM
 S BC   01 022003  0030.00 N DP      _ MAP   01 092002  0030.00 N DP
 _ MAP  01 022003  0030.00 N DP      _ BC    01 082002  0030.00 N DP
 _ BC   01 012003  0030.00 N DP      _ MAP   01 082002  0030.00 N DP
 _ MAP  01 012003  0030.00 N DP      _ BC    01 072002  0030.00 N DP
 _ BC   01 122002  0030.00 N DP      _ MAP   01 072002  0030.00 N DP
 _ MAP  01 122002  0030.00 N DP      _ BC    01 062002  0030.00 N DP
 _ BC   01 112002  0030.00 N DP      _ MAP   01 062002  0030.00 N DP
 _ MAP  01 112002  0030.00 N DP      _ BC    01 052002  0030.00 N DP
 _ BC   01 102002  0030.00 N DP      _ MAP   01 052002  0030.00 N DP
 _ MAP  01 102002  0030.00 N DP      _ BC    01 042002  0030.00 N DP
 _ BC   01 092002  0030.00 N DP      _ MAP   01 042002  0030.00 N DP


                    BENEFIT MONTH DETAIL DATA

BENEFIT MONTH: _____   DATE PREMIUM PAID: _____    PAYER ID: _____
PAYER SSN:    _____                       PAYER PIN: _____
PAYER NAME:   _____ _____ _


    RECIPIENT DETAILS                   EMPLOYER DETAILS
TRANSIT/ROUTING NUMBER:            TRANSIT/ROUTING NUMBER:
BANK ACCOUNT NUMBER:                  BANK ACCOUNT NUMBER:
ACCOUNT TYPE:                         ACCOUNT TYPE:
*CHOSEN PAYMENT TYPE:    __           PAYMENT METHOD:
EFT TESTING PHASE:      _         PAYMENT FREQUENCY:

CURRENT DATE:  01292002      TIME:  08:07 LAST CHANGED DATE:
```

The BD (Premium) Screen contains BadgerCare and MAPP premium months in which a premium is due for that BadgerCare case or MAPP individual. It also contains individual benefit month information regarding whether a payment was received, the payment method, the date premium paid, and payer name. Each case can display 24 benefit months per screen. The screen has been modified to include the CARES Category (CAT) and Sequence (SEQ) with the MAPP Automation project in January 2002.

This screen is accessed by using the Primary Person's (recipient's) identification number (MA ID). Contact EDS at 1-888-907-4455 if you have any questions about the information on BD.

AGEC – ELIGIBILITY RESULTS CONFIRMATION

```
AGEC             ELIGIBILITY RESULTS CONFIRMATION           01/12/02 11:41
 CASE: 0000408204                          WORKER: XTE016   XTE016 M OTTER
 LAST UPDATED: 01 12 02             CASE STATUS: OPEN   CASE MODE: ONGOING


 ELIGIBILITY REVIEW DATE: 08 31 2002


         PMT BEG   PMT END   BENEFIT    AG     ELIG       REASON    MR   CONFIRM
 CAT  SEQ DATE     DATE      AMOUNT    STATUS  STATUS     CODES     RSN  (Y/N)

 CC Z 01 02 01 02  02 28 02     0.00   DE     FAIL       054        __     Y
 CTSZ 01 02 01 02  02 28 02     0.00   DE     FAIL       054        __     Y
 FS Z 01 02 01 02  02 28 02     0.00   DE     FAIL       054        __     Y
 MAP  01 02 01 02                0.00  OP     PASS                  __     Y
 WW Z 01 02 01 02  02 28 02     0.00   DE     FAIL       054        __     Y
 NEXT TRAN: ____   PARMS: 0000408204_____
```

MAPP eligibility cannot be confirmed on screen AGEC until all initial premiums are paid.

AGPT – PREMIUM PAYMENT TRACKING

```
AGPT                      PREMIUM PAYMENT TRACKING          01/12/02 14:07
 CASE: 0000408204                          WORKER: XTE016   XTE016 M OTTER
 LAST UPDATED: 01 12 02             CASE STATUS: OPEN   CASE MODE: ONGOING

  NAME: EDWN SMITH
 CATEGORY: MAP    SEQ: 001

  BENEFIT    PREMIUM AMT   PAID   PAYMENT DATE   SOURCE WORKER PAYMENT INFO
  MONTH                                          IND
  122001       100.00       Y     12 05 2001     SYS    _____
  012002       100.00       Y     01 12 2002     WKR    CHECK 100_____


  NEXT TRAN: ____     PARMS: 0000408204/MAP/01/010102_____
```

Screen AGPT displays the history of premium payments. It is accessed by entering the case number/category/sequence number in the parms and will not automatically appear in driver flow. To see the screen for a particular month, enter the date in MMDDYY format after the sequence number. AGPT is populated with information from AGPC or via the MMIS interface. It can also be updated by the ES worker.

The category code and sequence fields are new fields on this screen. History is shown by category and by sequence. Therefore, there is potential for three sequences of this screen on one case (2 MAPP AGs and 1 BadgerCare AG).

Premium paying MAPP recipients will automatically receive a failure to pay termination notice if their premium payment is not received at EDS by adverse action in the month the premium is due.

AGRR – RESTRICTIVE RE-ENROLLMENT PERIOD INFORMATION

```
AGRR          RESTRICTIVE RE-ENROLLMENT PERIOD INFORMATION   01/12/02 12:38
 CASE: 0000408204                             WORKER: XTE016   XTE016 M OTTER
 LAST UPDATED: 01 12 02              CASE STATUS: CLOSED  CASE MODE: ONGOING

 DC: __   CATEGORY: MAP    AG SEQ: 001   RRP SEQ: 001
 EFFECTIVE MONTH: 012002

 RESTRICTIVE RE-ENROLLMENT BEGIN DATE: 01 01 2002     END DATE: 06 30 2002

 OVERRIDE RESTRICTIVE RE-ENROLLMENT END DATE: __ __ ____    RSN: __

 CASE COMMENTS (RELEVANT TO THE RESTRICTIVE RE-ENROLLMENT PERIOD) :



 ------------------------------INDIVIDUALS----------------------------------
  01 EDDIE S (PP )    02 EDWIN S (   )    03 CHARL S (   )    04 CARLA S (   )


 NEXT TRAN: ____     PARMS: 0000408204_____
```

AGRR captures information about Restrictive Reenrollment Periods (RRP) caused by non-payment of MAPP/BC premiums. The category and sequence fields have been added to this screen to differentiate more than one RRP in a case. It is necessary to tran to AGRR as it will not appear in the driver flow. It is populated through the MMIS interface or when the ES worker confirms a case failure with reason code 470 or 471 on AGEC.

AGRR is also used for overriding RRPs when good cause exists. Valid codes for overriding an RRP can be found in table TRBC and are as follows:

TRBC

AM   Adult member left the household
FH   Fair hearing decision
FI   Problem with financial institution
LA   Local agency problem
OT   Other problem beyond the client's control
SY   System problem
WW   Wage withholding problem

If a late-payment is received and recorded in CARES after adverse action but before the end of the month in which the non-payment occurred, the late-payment is automatically recorded in CARES, the RRP is automatically deleted from AGRR, and the worker is sent alert code '329'. The alert text is as follows: "MAPP Late Prm Rcvd Run SFED/SFEX". The worker should run SFED/SFEX for the month following the month in which the late payment occurred. This may mean running with a date in the parms and then re-running SFED/SFEX for the recurring month.

If the late-payment is received after the month in which the premium was due, the late-payment is applied to AGPT, the RRP is deleted from AGRR with an LP code, and the worker is sent alert code '329'. The alert text is as follows: "MAPP Late Prm Rcvd Run SFED/SFEX".

> **Example:** Martin's MAPP premium payment was due February 10th. At February adverse action, it wasn't paid and an RRP was imposed, effective March 1st. Martin's premium is received on March 31st. The payment is applied to AGPT and the RRP is deleted from AGRR. If Martin's payment had been received on April 1st, the RRP would remain in place for six months, unless good cause exists.

REASON CODES

There are 29 new reason codes being added to the CARES system as a part of the MAPP automation. The reference numbers and short text reasons are displayed in the table below. Long text can be viewed on screen CURD.

Reason Code	Short Text Description
439	Individual must request MA to receive MAPP
440	MAPP individual must be at least 18 or the primary person or the primary person's spouse
441	MAPP individual not blind or disabled or MAPP disabled per DDB
442	Primary person spouse can't receive MAPP in this case – s/he is in institutional living arrangement
443	A MAPP spouse – can't be eligible in this AG
444	A test child – can't be eligible in this AG
445	The MAPP spouse is in a invalid living arrangement
446	The test child is in an invalid living arrangement
447	The target individual must request MA to receive MAPP
448	Target not requesting MAPP benefits for this month
449	Target is not a primary person/primary person's spouse
450	Target does not have institution information on ANII
451	Target individual is in an institutional living arrangement
452	Target not blind or disabled or MAPP disabled per DDB
463	Increase in MAPP premium amount
464	No longer required to pay MAPP premium
465	Decrease in MAPP premium amount
466	Has not requested MAPP services
467	Individual not working/participating in HEC/qualified for work exemption
469	Can't receive MAPP until restrictive reenrollment ends
470	The MAPP premium has not been paid
471	Restrictive reenrollment starts. Can't enroll for 6 months.
472	May be eligible for MAPP – No ANMR
473	Not enrolled in MAPP for 6 months prior to exemption request
474	Has not paid the required MAPP premium
475	Two work exemptions have already been approved
476	No hospitalization or serious illness exits
479	Target has requested MAPP
482	Not expected to return to work within six months

CONVERSION OF EXISTING CASES

There are approximately 1500 existing MAPP cases that need to be converted to CARES. Eligibility determination should be done in CARES for benefit months beginning with January 2002. Conversion should begin on January 28, 2002.

Premium paying cases are the top priority for conversion to CARES. **Premium paying cases must be converted to CARES by February 15, 2002.** All other MAPP cases must be converted to CARES as soon as possible, but no later than April 1, 2002.

Reports distributed through the Regional offices will identify existing MAPP cases requiring conversion. The reports will distinguish between premium paying cases and non-premium paying cases. They are sorted according to the worker who processed the initial certification, and include the following client information:

1. First name
2. Last name
3. SSN
4. CARES case number

5. MAPP medical status code
6. Monthly premium amount for January 2002, if applicable
7. Status (open or closed)
8. If status is "closed", the closure date

For MAPP cases open in CARES for another program (e.g. food stamps), complete ACPA, ANMR and other appropriate screens. If a MAPP case has been closed in CARES for less than 30 days, reactivate it using ASRC. If a MAPP case has been closed in CARES for more than 30 days, an RFA must be established using the client registration process. In client registration, use the first date of the current month as the filing date. The ES worker then converts the case by invoking intake mode using ASII. To complete the screens, use information in the paper case file and in CARES from the initial application or most recent review. The client does not need to complete an interview, sign an application or provide any additional information. Adjust the eligibility review date on CARES screen AGOR to reflect the current review date.

Since CARES will consider converted cases as "new" applications, it is very important that the initial premium amount determined in CARES is equal to the premium amount previously determined manually. If a mistake was made during the manual premium calculation, the ES worker must determine why the discrepancy exists. S/he must then manipulate data in CARES for the initial benefit month determined by CARES, in order to get the premium amounts to match. The ES worker should then confirm the case, update information and run eligibility for recurring month(s).

CONTACT

DWS CARES Information and Problem Resolution Center

Wisconsin Health & Employment Counseling Regional Screeners

Pam Busche BeneSense 1-800-386-6249 pbusche@ nconnect.net	Anne Paulson AIDS Resource Center of WI 1-800-750-2437 Ext 110 anne.paulson@ arcw .org	Cheryl Ottens Great Rivers IL Center 1-888-474-5745 CHERYL.OTTENS@ GREATRIVERS.ORG	Kathy Meisner Independence First (414) 291-7520 Kathleen@ Independence first.org	Deb Falk-Palec Curative (414) 479-9317 vocserv@ curative.org	Mary Krueger Benefacts, LL 1-866-774-0752 (920) 642-3456 (920) 748-5674 mjfred@vbe .com	Jennifer Hommes Employment Resources, Inc. 1-800-391-2950 hommes@ eri-wi.org
Adams Forest Langlade Lincoln Marathon Oneida Portage Vilas Wood Price Taylor Washington Waukesha	Ashland Barron Bayfield Burnett Chippewa Clark Douglas Dunn Eau Claire Iron Pepin Pierce Polk Rusk Sawyer St Croix Washburn	Buffalo Crawford Grant Iowa Jackson Juneau La Crosse La Fayette Monroe Richland Sauk Trempealeau Vernon	Milwaukee Ozaukee	Milwaukee Ozaukee	Brown Calumet Door Florence Fond du Lac Green Lake Kewaunee Manitowoc Marinette Marquette Menominee Oconto Outagamie Shawano Sheboygan Waupaca Waushara Winnebago	Columbia Dane Dodge Green Jefferson Kenosha Racine Rock Walworth